reference guide
hp iPAQ Pocket PC h1910

Document Part Number: 311757-001

November 2002

The screens in this guide are for illustration purposes only. Some of the screen illustrations might not depict actual unit screens.

Use of dial-up and wireless Internet, e-mail, corporate networks, and other wireless communications may require separately purchased additional hardware and other compatible equipment and a separately purchased service contract. Check with your service provider for availability and coverage in your area. Not all Web content may be available. Some Web content may require installation of additional software.

CAUTION: Text set off in this manner indicates that failure to follow directions could result in damage to equipment or loss of information.

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1

Getting Acquainted

Congratulations on purchasing an HP iPAQ Pocket PC h1910. This *Reference Guide* will help you set up your Pocket PC and familiarize you with how it works.



To use your HP iPAQ Pocket PC h1910 most effectively, start by learning how to:

- Enter information
- Customize settings
- Manage your iPAQ Pocket PC
- Manage the battery
- Work with applications

Enter Information

You can enter letters, symbols, and numbers on the iPAQ Pocket PC screen by:

- Tapping the on-screen keyboard
- Writing with the stylus and using the Letter Recognizer or Block Recognizer to create text
- Drawing and writing with the stylus

You can tap the keyboard or write with the Letter Recognizer or Block Recognizer in any application.You can use the stylus to draw and write on the screen in the Notes application and from any **Notes** tab in the Calendar, Contacts, and Tasks applications.

✎ As you type or write, the iPAQ Pocket PC suggests words for you in a box above the Keyboard, Letter Recognizer, or Block Recognizer.

You can determine when the suggestions occur (for example, you can decide how many letters to enter before the Letter Recognizer makes suggestions) and how many words are suggested.

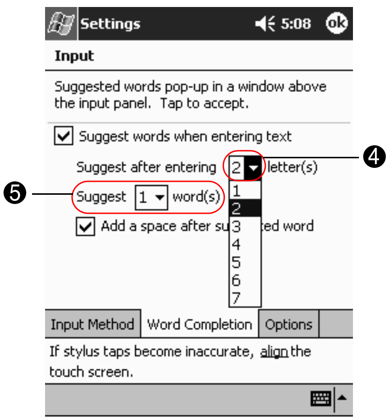
Change Word Suggestion Options

You can determine:

- If words are suggested
- The number of letters you must enter before a word is suggested
- The number of words that are suggested per entry
- If you do not want any words suggested

To change word suggestions:

1. From the **Start** menu, tap **Settings.**
2. Tap **Input.**
3. Tap the **Word Completion** tab.
4. Determine how many letters you want to type before a suggestion is made, then tap the down arrow associated with letters.



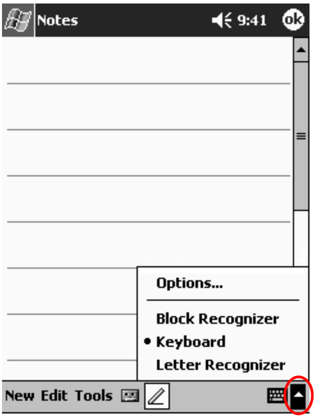
5. Determine how many words you want suggested, then tap the down arrow associated with words.
6. Tap **OK.**

Type with the On-Screen Keyboard

You can enter typed text directly on the screen by tapping letters, numbers, and symbols on the keyboard.

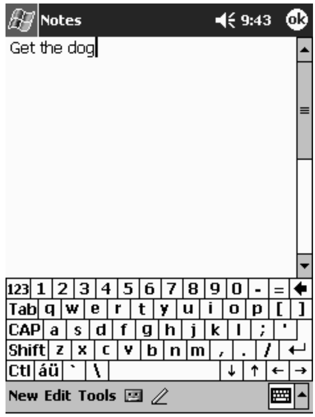
To type with the keyboard:

1. From any application, tap the up arrow next to the **Input Panel** icon.



2. Tap **Keyboard** to display a keyboard on the screen.

3. Tap a letter, symbol, or number to enter information.



✎ To see the symbols, tap the **123** or **Shift** key.

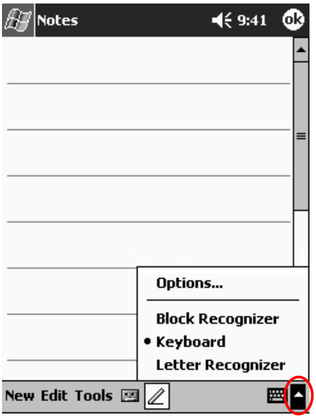
4. Tap **OK.**

Write with the Stylus and the Letter Recognizer

You can write letters, numbers, and symbols on the screen using the stylus and the Letter Recognizer. You create words and sentences by writing in upper case (ABC), lower case (abc), and symbols (123) in specific areas.

To write with the stylus and letter recognizer:

1. From any application, tap the up arrow next to the **Input Panel** button.



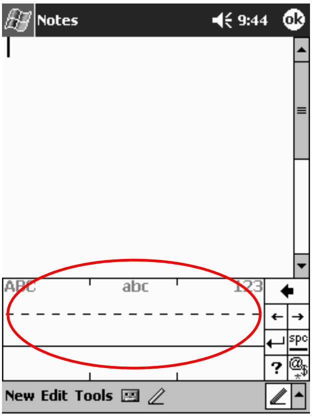
2. Tap **Letter Recognizer.**

3. Write a letter or symbol between the dashed line and baseline.

   a. Write a letter between the hatch marks labeled **ABC** to display in upper case.

   b. Write a letter between the hatch marks labeled **abc** to display in lower case.

   c. Write a number or symbol between the hatch marks labeled **123.**



You should write characters between the dashed line and baseline for the character recognizer to work effectively. If you are writing a letter like "p," write the top portion within the dashed line and baseline, and the tail portion below the baseline.

If you writing a letter like "b," write the bottom portion within the dashed line and baseline, and the top portion above the dashed line.

4. What you write will be converted to text.

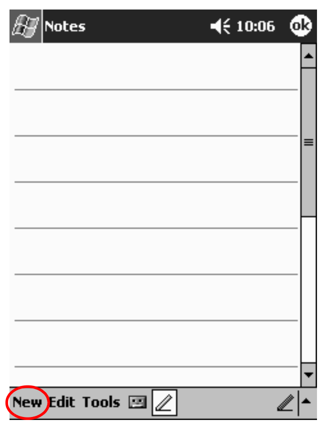
Draw and Write on the Screen

Use the stylus as a pen to draw and write on the screen in the Notes application or from the **Notes** tab in Calendar, Contacts, or Tasks.

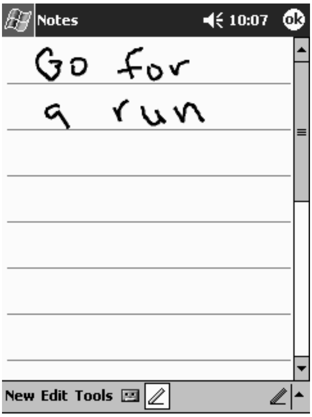
To draw and write on the screen:

1. From the **Start** menu, tap **Notes.**
2. Tap **New.**

✎ Otherwise, tap the **Notes** tab in Calendar, Contacts, or Tasks, then tap the **Pen** icon.



3. Draw and write on the screen.



4. Tap the **Pen** icon.
5. Tap **OK.**

Convert Writing to Text

Convert your writing to text when you write with the stylus in the Notes application or from the **Notes** tab in:

- Calendar
- Contacts
- Tasks

To convert writing to text:

1. From the **Start** menu, tap **Notes.**

✎ Otherwise, tap the **Notes** tab in Calendar, Contacts, or Tasks.

2. Begin a new note or tap an existing note to open it.
3. Tap **Tools,** then **Recognize.**

✎ To convert a particular word or phrase, highlight it before you tap **Recognize.** If you select more than one word and one is not recognized, all the other words will be converted. The unrecognized word will remain written.

4. Tap **OK.**

Customize Settings

You can navigate through the iPAQ Pocket PC interface in three ways:

- Tap
- Tap and hold
- Press application buttons

Tap the screen with the pointed tip of your stylus to open applications and make selections. For example, tap the **Start** menu to see a list of applications available.

Tap and hold an area on the screen to see a pop-up menu.

Press an application button on the front panel to quickly turn on the screen and open your Calendar, Contacts, or Inbox.

Set the Time for Home

The time on your iPAQ Pocket PC is synchronized with the time on your personal computer when they connect using ActiveSync. You will need to set the time again if:

- The battery completely discharges.
- You perform a full reset of your iPAQ Pocket PC. See "Perform a Full Reset."

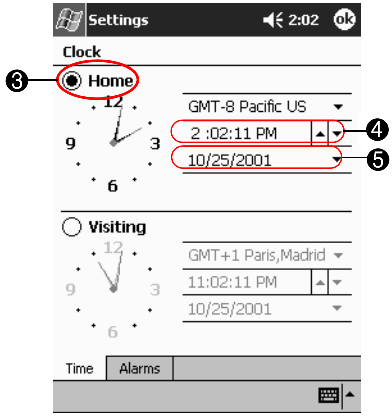
✎ From the **Today** screen, tap the **Clock** icon to set the time.

To set the time for home:

1. From the **Start** menu, tap **Settings.**
2. Tap **System,** then **Clock.**

✎ By default, the time on the host computer is synchronized with the iPAQ Pocket PC each time the two devices connect using ActiveSync.

3. Verify **Home** is selected or tap **Home.**



4. Tap the time-zone down arrow, then select your home time zone.
5. Tap the hour, minutes, or seconds, then use the up and down arrows to adjust the time.

✎ You can adjust the time by moving the hands of the clock with the stylus.

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6. Tap **AM** or **PM.**
7. Tap **OK.**
8. Tap **Yes** to save the clock settings.

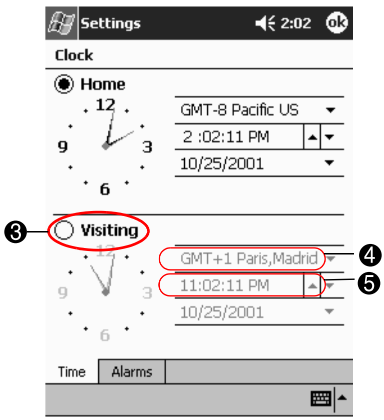
Set the Time for a Location You Are Visiting

Set the time for a location you are visiting.

✎ From the **Today** screen, tap the **Clock** icon to set the time.

To set the time for a visiting location:

1. From the **Start** menu, tap **Settings.**
2. Tap **System,** then **Clock.**
3. Tap **Visiting.**



4. Tap the time-zone down arrow, then select the time-zone you are visiting.
5. Tap the hour, minutes, or seconds, then use the up and down arrows to adjust the time.

✎ You can adjust the time by moving the hands of the clock with the stylus.

6. Tap **AM** or **PM.**
7. Tap **OK.**
8. Tap **Yes** to save the clock settings.

Set the Date

You must set the date again if:

- The battery discharges completely
- You perform a full reset of your iPAQ Pocket PC

✎ You can set the date from the **Today** screen. Tap the **Clock** icon to set the date.

To set the date:

1. From the **Start** menu, tap **Settings.**
2. Tap **System,** then **Clock.**
3. Tap the down arrow by the date.
4. Tap the left or right arrow to select a month and year.



5. Tap a day.
6. Tap **OK.**
7. Tap **Yes** to save the date settings.

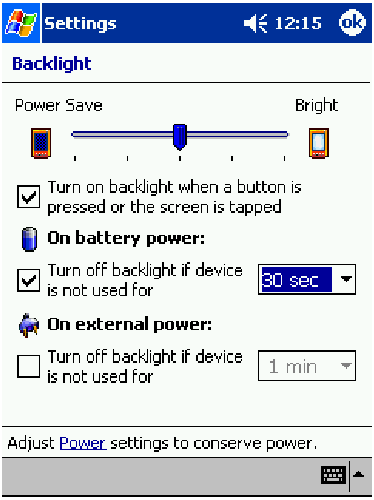
Change the Backlight Settings

You can change the backlight settings to match your environment or to conserve battery power.

✎ The backlight settings on your iPAQ Pocket PC are synchronized with the settings on your personal computer when they connect using ActiveSync.

To change the backlight settings:

1. From the **Start** menu, tap **Settings.**
2. Tap **System,** then **Backlight.**
3. Select the backlight settings.



Changing the Backlight Settings

On ...	Select when to use the...
Battery Power	Backlight on battery power.
External Power	Backlight on external power.
Brightness	Appropriate level of brightness. Slide the bar to the lowest level to conserve the most power.

Manage Your iPAQ Pocket PC

You can effectively manage your iPAQ Pocket PC by learning how to:

- Back up and restore information
- Perform full and normal resets
- Align the screen

Back Up Information

You can back up information to the personal computer using ActiveSync.

Back Up/Restore Using ActiveSync

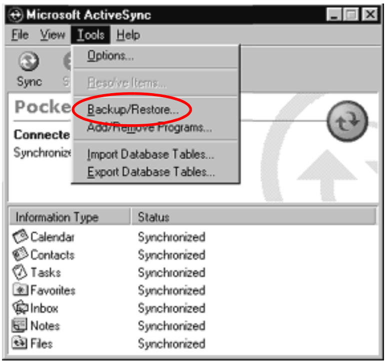
You should back up information to your computer regularly to help reduce the chance of losing information.

Close all applications on your iPAQ Pocket PC before restoring your information.

WARNING: Restoring your information replaces the current information on your iPAQ Pocket PC with the information saved in your backup.

To back up/restore using ActiveSync:

1. Make sure your iPAQ Pocket PC is connected to your computer.
2. From your computer, open Microsoft ActiveSync. From the **Start** menu, click **Programs,** then click **Microsoft ActiveSync.**
3. From the **Tools** menu, click **Backup/Restore.**



4. Click the **Backup** or **Restore** tab, then select your options.



5. Click **Backup Now** or **Restore Now.**

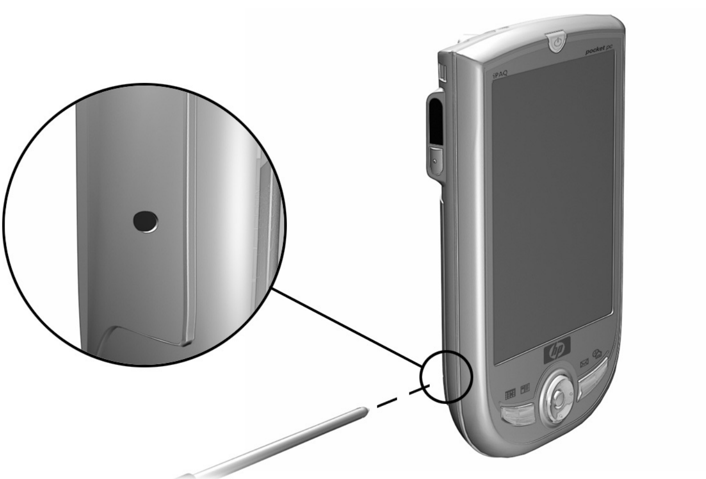
Perform a Normal Reset

A normal reset is sometimes referred to as a "soft reset."

CAUTION: Perform a normal reset when you want to stop all running applications. A normal reset will not erase any programs or saved data.

To perform a normal reset:

1. Locate the Reset button on the side panel of the iPAQ Pocket PC.
2. Lightly press the **Reset** button with a stylus for two seconds.



✎ The iPAQ Pocket PC will restart in approximately five seconds and display the **Today** screen.

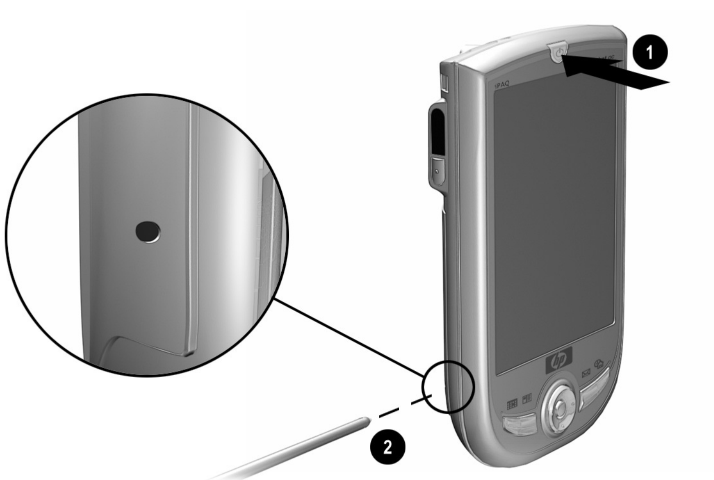
Perform a Full Reset

A full reset is sometimes referred to as a "hard reset." You should perform a full reset when you want to clear all settings, programs, and data from memory.

To perform a full reset:

CAUTION: If you perform a full reset, you will return to your default settings and lose all information.

1. Press and hold the **Power** button ❶.



2. Press the **Reset** button ❷ on the side panel of the iPAQ Pocket PC with the stylus.
3. Hold all buttons until the displayed image begins to fade (approximately four seconds).

4. Release the **Power** button and remove the stylus.

✎ You can verify a full reset by pressing the **Power** button. If the iPAQ Pocket PC has been fully reset, it will not turn on.

5. Set up your iPAQ Pocket PC.

Align the Screen

When you turn on the screen of your iPAQ Pocket PC for the first time, you are guided through the alignment process. Realign your screen if:

- The iPAQ Pocket PC does not respond accurately to your taps
- You performed a restore following a data backup
- You performed a hard reset of your iPAQ Pocket PC

To align the screen:

1. From the **Start** menu, tap **Settings.**
2. Tap **System,** then the **Screen** icon.
3. Tap the **Align Screen** button.
4. Tap the **cross object** at each location. Be precise when you tap the cross object.
5. Tap **OK.**

Manage the Battery

To use your battery power effectively, you need to know how to:

- Install the battery
- Monitor the battery
- Charge the battery

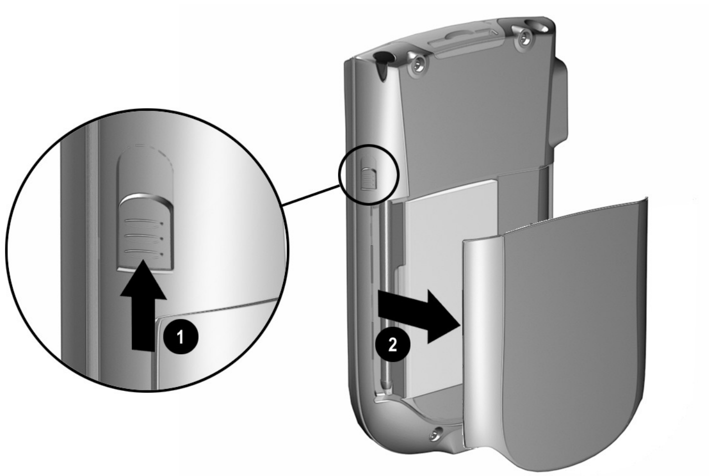
✎ You should recycle and dispose of the lithium ion battery properly.

CAUTION: The iPAQ Pocket PC has a small backup battery, which allows you to change the main battery without losing data. However, it is strongly recommended that you replace the main battery immediately with a fully charged battery.

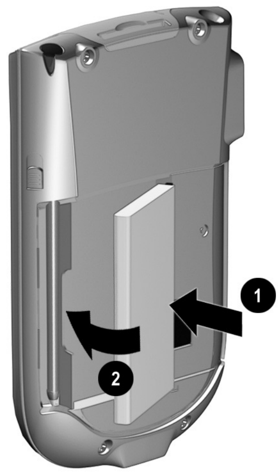
✎ The backup battery provides power to preserve stored data in memory. The Pocket PC, however, will not operate on backup battery.

Install the Battery

1. Locate the removable/rechargeable battery.
2. Remove the battery cover by sliding the Battery Cover Release button up ❶ and pulling the battery cover away from the unit ❷.

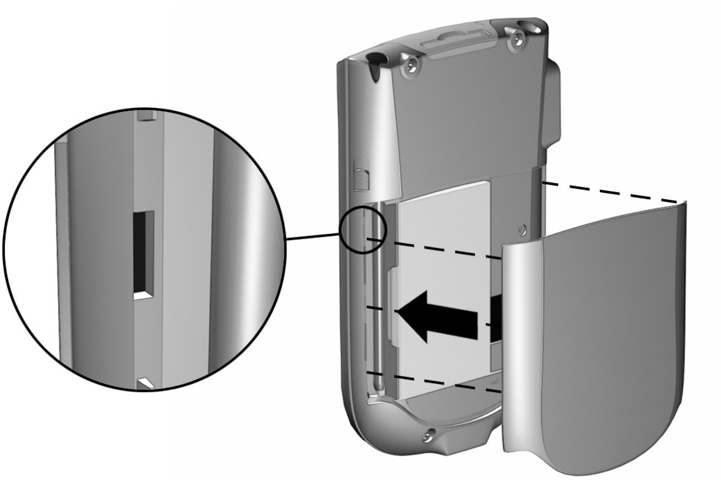


3. Slide in the battery (with the label side up) so that the connectors on the right side are fully seated on the pins ❶. Then push the left side of the battery in place ❷.



4. Re-install the battery cover by matching the tabs on the battery cover to the latches on the iPAQ Pocket PC, then snap into place.

✎ The iPAQ Pocket PC will not operate if the battery cover is not installed.



✎ You will need to fully charge your iPAQ Pocket PC within the next 12 hours. The amber charge light is flashing (blinking) when your iPAQ Pocket PC is recharging the battery. The charge light turns solid amber when the battery is fully charged.

Manually Monitor the Battery

You can manually monitor the battery power.

1. From the **Start** menu, tap **Settings.**
2. Tap **System,** then **Power.**
3. Tap **OK.**

Charge the Battery

Because your iPAQ Pocket PC uses some power to maintain files in memory and the clock, you need to recharge the battery regularly.

The best policy is to keep the iPAQ Pocket PC connected to your computer when working at your desk and carry your AC Adapter and charger adapter plug with you when traveling.

Your iPAQ Pocket PC is shipped with a partial charge on the battery. You may want to ensure that it is fully charged before synchronizing.

CAUTION: Because most of the applications and data you install on your iPAQ Pocket PC are held in memory, you will need to reinstall them if the battery completely discharges.

We recommend that you fully charge the battery prior to synchronizing with your personal computer.

Charge with the AC Adapter

You can charge your iPAQ Pocket PC using the AC Adapter and the charger adapter. The AC Adapter works in any standard electrical outlet.

When traveling, you can purchase an adapter that works in your car's cigarette lighter or a 12-volt power outlet.

CAUTION: Use only HP recommended AC adapters.

To charge with the AC Adapter:

1. Plug the AC Adapter into an electrical outlet.
2. Insert the AC Adapter plug into the charger adapter.
3. Insert the charger adapter into the bottom of your iPAQ Pocket PC.

✎ When inserting the charger adapter ensure that the triangle markings (located on the front of the charger adapter) are on the same side as the back of the iPAQ Pocket PC.



CAUTION: Incorrectly inserting the charger adapter plug into the connector on the bottom of the iPAQ Pocket PC can damage the connector pins.

To avoid damage to the connector pins when removing the charger adapter from the bottom of the iPAQ Pocket PC, push the release buttons located on each side of the adapter and pull.

Work with Applications

You can open, minimize, and close applications.

Open Applications

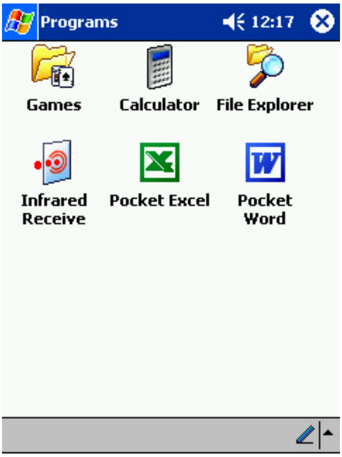
Most applications on your iPAQ Pocket PC are only two taps away from any screen. Open any application on your iPAQ Pocket PC from the **Start** menu.

CAUTION: If an application has been added to the **Start** menu, it will not display on the **Programs** menu.

✎ You can open an application by assigning it to an application button.

To open an application:

1. Tap **Start** or the **Microsoft** logo.
2. Tap **Programs.**
3. Tap the application title or icon.



Minimize Applications

From the application you would like to minimize, tap the **X** in the top right corner.

Close Applications

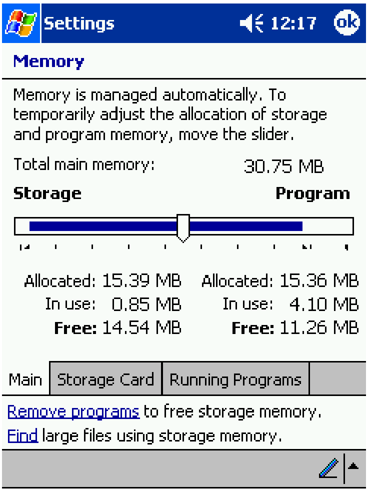
Applications may close automatically as you open new applications. This will depend on the amount of memory being used.

If your iPAQ Pocket PC is running slowly, you can manually close applications.

To close an application:

1. From the **Start** menu, tap **Settings.**
2. Tap **System,** then **Memory.**

3. Tap the **Running Programs** tab.



4. Tap **Stop All** or select a particular application, then tap **Stop.**



Install Applications

You can install applications on your iPAQ Pocket PC from your:

- Computer by using Microsoft ActiveSync
- iPAQ Pocket PC if the application file has a .cab extension
- iPAQ Pocket PC or your computer by copying an application file that has an .exe or .cef extension

When installing applications, look for the correct version for the iPAQ Pocket PC.

CAUTION: If an application has been added to the **Start** menu, it will not display on **Programs** menu.

To install applications:

1. Tap the application file to install and move it to the **Programs** folder on your iPAQ Pocket PC.
2. Follow the instructions in the installation wizard to install the program on your iPAQ Pocket PC.
3. If your application does not run, insert the stylus for two seconds into the **Reset** button on the side panel of your iPAQ Pocket PC.

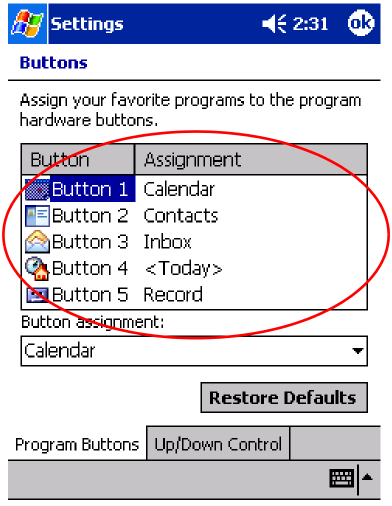
Customize the Application Buttons

You can quickly open your Calendar, Contacts, or Inbox applications by pressing an application button on the front panel of your iPAQ Pocket PC. If you want to open other applications with those buttons, then you must change the default assignments.

To customize the application buttons:

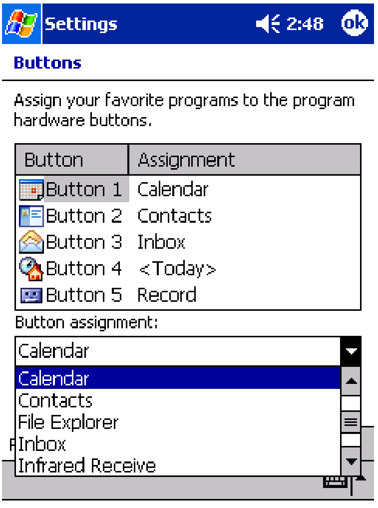
1. From the **Start** menu, tap **Settings.**
2. Tap **Buttons.**

3. Tap the button you want to change.



4. Tap the **button-assignment** down arrow.

5. Tap an application.



6. Tap **OK.**

2

Connecting

Your iPAQ Pocket PC h1910 lets you connect to a computer.

✎ You can use the Microsoft Pocket PC Connection Wizard to help you set up connection preferences. The wizard is located on the companion CD or at http://www.pocketpc.com.

Connect to a Computer

You can wirelessly connect to your personal computer using an infrared connection.

You can physically connect your iPAQ Pocket PC to your personal computer using Microsoft ActiveSync and a USB cable.

✎ You must have Microsoft Outlook to operate your iPAQ Pocket PC using Microsoft ActiveSync on your computer. If you do not have Outlook, install the Microsoft Outlook software from the *HP iPAQ Pocket PC Companion CD*.

Microsoft Outlook Express will **not** work with the iPAQ Pocket PC and ActiveSync.

With Microsoft ActiveSync, you can:

- Synchronize information manually or automatically
- Synchronize information with your server while connected to your personal computer
- Move files to and from your personal computer
- Install applications on your iPAQ Pocket PC
- Back up and restore information on your personal computer

Sync with Personal Computer

CAUTION: For synchronization to work properly, install Microsoft ActiveSync before you connect your iPAQ Pocket PC to your computer.

During installation, you can:

- Create partnerships, which allow you to synchronize information with multiple computers
- Select the information to synchronize with your iPAQ Pocket PC (for example, Contacts, Calendar, Inbox, Tasks, Favorites, Files, Notes, and AvantGo)

✎ If you have selected to synchronize files, you should drag and drop the selected files from your computer to the synchronized folder for your iPAQ Pocket PC on your desktop. If you named your Pocket PC, PC1, when you created your partnership, then the synchronized folder is named “PC1.” When you synchronize, the files are copied to your iPAQ Pocket PC.

To Sync with a Personal Computer:

1. Insert the HP iPAQ Pocket PC companion CD into your computer.
2. Follow the instructions in the installation wizard. For more help, click the ActiveSync **Help** button during installation.

The information you select will automatically synchronize when your installation is complete.

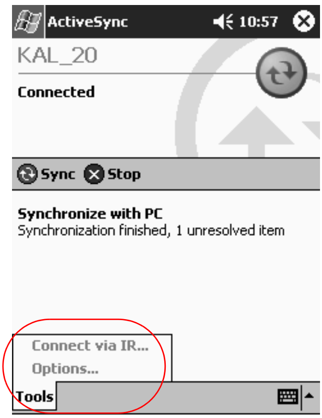
Use the Serial Infrared (IR) Connection

After setting up a connection with a USB cable, synchronize your iPAQ Pocket PC and your computer using an infrared connection if you have an infrared port or an infrared USB adapter installed on your computer. The infrared connection option works only on computers that have Windows 98, Me, XP, or 2000 operating system installed.

1. Follow the steps in "Sync with Personal Computer."
2. Follow your computer manufacturer's instructions to install and set up an infrared port.
3. From your computer, open **Microsoft ActiveSync.**
4. From the **File** menu, select **Connection Settings.**
5. Click **"Allow serial cable or infrared connection to this COM port."**
6. Click the **OK** button.
7. Click the down arrow and choose **Infrared Port (IR).**

✎ Place your iPAQ Pocket PC and the infrared port so they are unobstructed and within 12 inches of each other.

8. From the **Start** menu on your iPAQ Pocket PC, tap **ActiveSync.**
9. Tap **Tools.**



10. Tap **Connect via IR.**
11. Align the IR ports to establish a connection.
12. Move the devices away from each other to disconnect.

Change Synchronization Settings

You can modify your synchronization settings for Microsoft ActiveSync to:

- Change when your iPAQ Pocket PC synchronizes with your computer
- Change when your iPAQ Pocket PC synchronizes with your server
- Change the type of connection from your iPAQ Pocket PC to your computer (for example, USB or infrared connections)

- Select the files and information to synchronize with your computer
- Select the files and information you do not want to synchronize with your computer (for example, e-mail attachments)
- Determine how conflicts between information on your iPAQ Pocket PC and information on your computer are handled

To change synchronization settings:

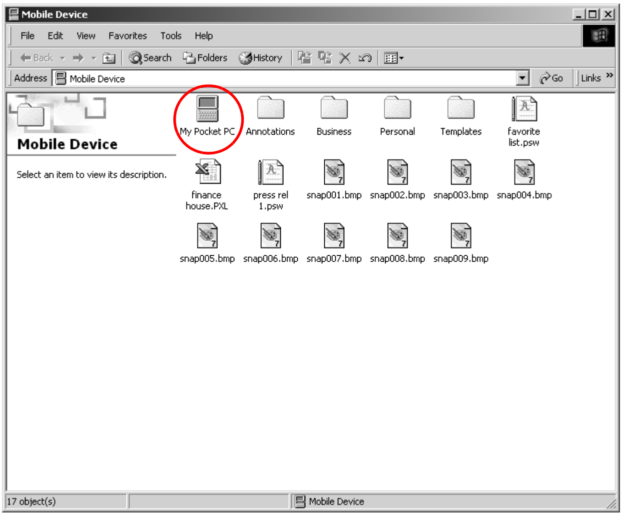
1. From your computer, open **Microsoft ActiveSync.**
2. From the **Tools** menu, click **Options.**
   a. On the **Sync Options** tab, select the files and information to synchronize with your computer.
   b. On the **Schedule** tab, select when your iPAQ Pocket PC synchronizes with your computer.
   c. On the **Rules** tab, determine how conflicts between information on your iPAQ Pocket PC and information on your computer are handled.

Move Files

You can move files to and from your computer using **Explore** in ActiveSync and Windows Explorer.

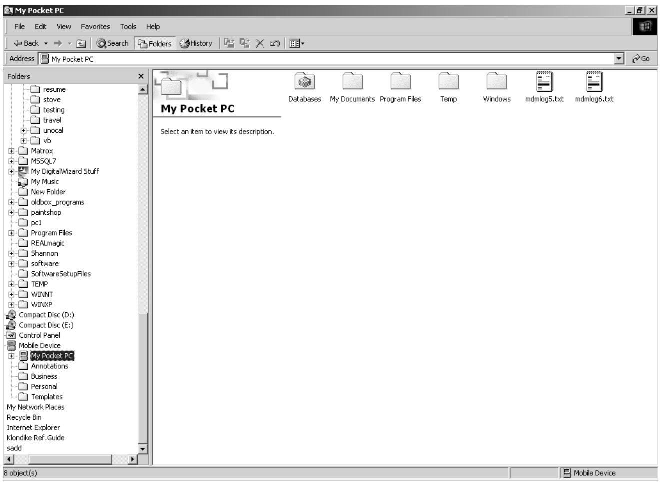
To move files:

1. From your computer, open **Microsoft ActiveSync.**
2. Click **Explore.**
3. Double-click the **My Pocket PC** icon.



4. Right-click the **Start** menu on your personal computer, then select **Explore.**
5. Locate the file you want to move.

6. Drag and drop your files between your Pocket PC and Windows Explorer. ActiveSync converts the files, so that they can be used by the Pocket Office applications, if necessary.



CAUTION: You should move your files directly into My Documents or into a folder inside your My Documents folder, so the applications on your iPAQ Pocket PC can find your files.

3
Communicating

Your HP iPAQ Pocket PC h1910 lets you communicate in many ways:

- Create and organize contacts
- Use the e-mail Inbox
- Record messages with the microphone
- Take notes

Work with Contacts

You can enter and view information about friends, family members, or business associates in the Contacts application.

You can:

- Create a contact
- View and edit a contact
- Categorize your contacts
- Delete a contact

✎ Press the **Contact** application button to navigate quickly to Contacts.

Create a Contact

You can create a contact from the **Start** menu or **Today** screen.

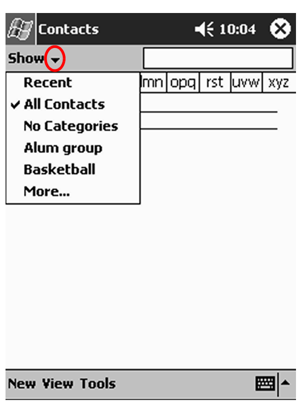
To create a contact:

1. From the **Start** menu, tap **Contacts.**
2. Tap **New** to create a new contact.
3. Tap any item and enter information. Scroll down to see more fields.
4. Tap the down arrow next to any item and enter additional details about the item.

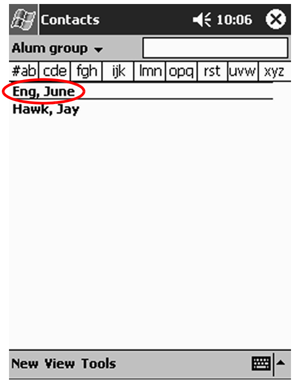
   For example, tap the **Name** down arrow to enter the contact's title, first, middle, and last name, and suffix.
5. Tap **OK** to save the contact information and return to the list of contacts.

View a List of Contacts

1. From the **Start** menu, tap **Contacts** to display a list of your contacts from the last category selected.
2. Tap the down arrow next to the category name to see the list of categories.



3. Tap a category name to see a list of contacts placed in that category.
4. Tap a contact's name.



Edit Contact Information

1. Tap a contact's name.
2. Tap **Edit** to see the contact information.
3. Edit the contact information.
4. Tap **OK** to save the contact information and return to the list of contacts.

Categorize Contacts

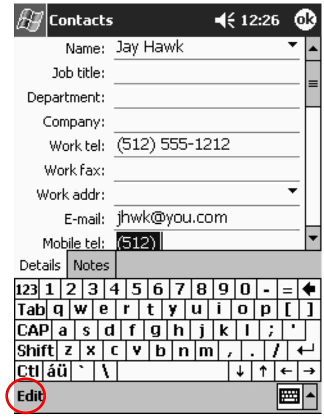
You can use categories to filter your list of contacts. This helps you view and edit your contact information.

✎ A category will not display unless a contact has been assigned to it.

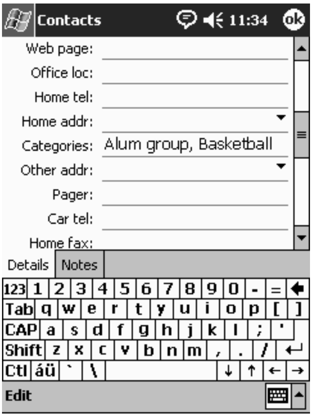
To categorize contacts:

1. From the **Start** menu, tap **Contacts.**

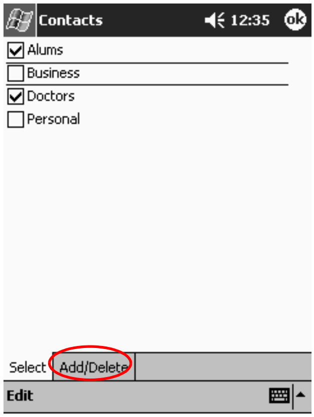
2. Tap a contact's name.
3. Tap **Edit** to see the contact information.



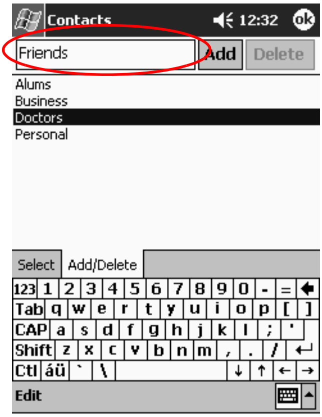
4. Tap the **Categories** field to see a list of available categories. You may have to scroll down to see the **Categories** field.



5. Tap the **Add/Delete** tab to create a category.



6. Enter the name of the new category, then tap **Add.**



7. Tap **OK** to place your contact in the category.

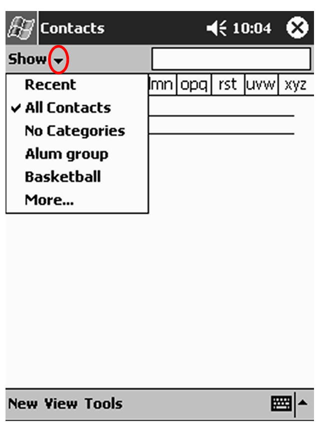
8. Tap the **Categories** field again to place your contact in additional categories.
9. Tap additional category names to select them, then tap **OK** to list the categories you selected in the **Categories** field.
10. Tap **OK** to save the category information and return to the list of contacts.

Delete Contacts

CAUTION: If you delete a contact on your iPAQ Pocket PC and synchronize Contacts with your computer, you may delete the contact in Outlook on your computer.

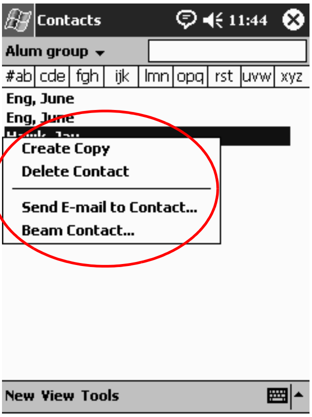
To delete contacts:

1. From the **Start** menu, tap **Contacts** to see a list of your contacts from the last category selected.
2. Tap the down arrow next to the category name to see a list of categories.



3. Tap a category name to see a list of contacts placed in that category.

4. Tap and hold a contact's name to see a pop-up menu.



5. Tap **Delete Contact** to remove the contact from the list.
6. Tap **Yes** to delete the contact permanently.

Use the Inbox

Send and receive e-mail by synchronizing your iPAQ Pocket PC with your computer using Microsoft ActiveSync.

Use ActiveSync to send and receive e-mail. You can read and compose e-mail offline using your iPAQ Pocket PC. The e-mail remains in the Outbox until you synchronize with your personal computer.

You see the name of the folder you are using at the bottom of the screen.

The Inbox on your iPAQ Pocket PC is similar to the Inbox on your computer. E-mail is saved in five default folders:

- Inbox
- Outbox
- Deleted Items
- Drafts
- Sent Items

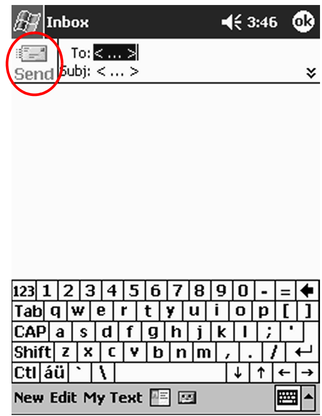
Compose/Send E-mail

You can compose e-mail from the **Inbox** or **Today** screen.

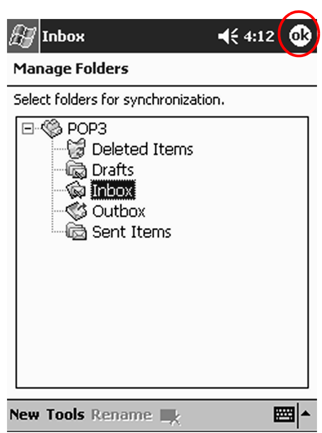
To compose and send e-mail:

1. From the **Start** menu, tap **Inbox.**
2. Tap **New** to compose a new e-mail.

3. Tap **Send** to place the e-mail in the **Outbox.**

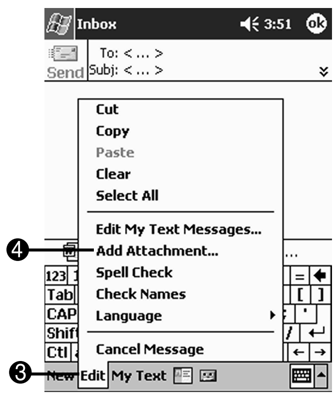


4. If you do not want to send your e-mail yet, tap **OK** to leave your e-mail in the **Drafts** folder.

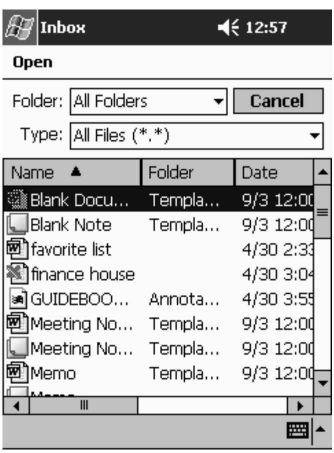


Add an Attachment

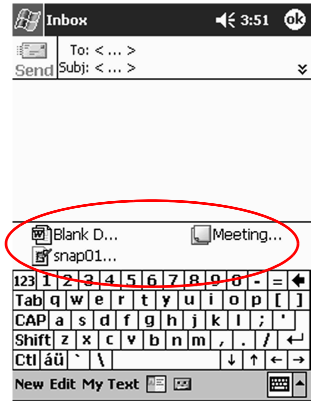
1. From the **Start** menu, tap **Inbox.**
2. Tap **New** to write a new e-mail.
3. Tap **Edit.**
4. Tap **Add Attachment** to see all the folders in My Documents.



5. Tap the file you want to attach. You may have to scroll to view your document name.



6. See the file name you selected below the body of the e-mail.



> ✎ You can record a message and attach it to an e-mail.

Receive E-mail

Receive e-mail by synchronizing your iPAQ Pocket PC Inbox with your computer using ActiveSync.

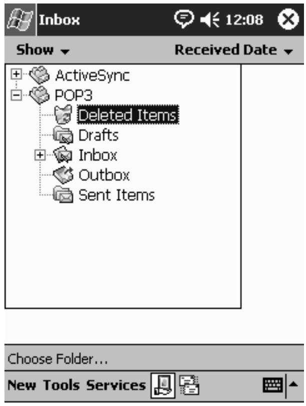
If you are using ActiveSync, you can synchronize your personal folders from Outlook on your computer with **Inbox** on your iPAQ Pocket PC.

> ✎ You do not receive e-mail attachments by default. You can select this option in ActiveSync.

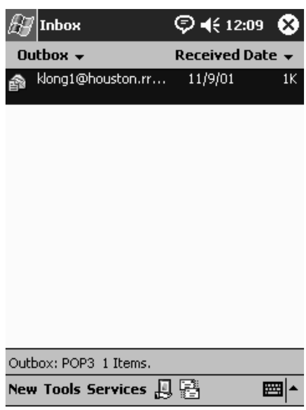
Open E-mail

1. From the **Start** menu, tap **Inbox.**
2. Tap the down arrow next to **Inbox** to see a list of your folders.

3. Tap the folder where you have saved the e-mail.



4. Tap the e-mail to open it.



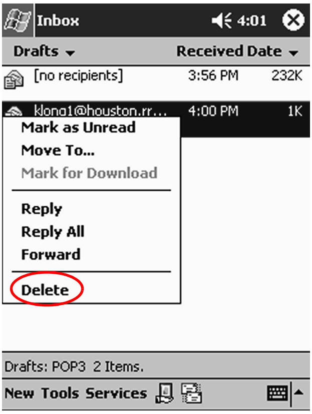
Delete E-mail

When you delete e-mail, it is placed in the **Deleted Items** folder, but the e-mail is not permanently deleted until you tap **Empty Deleted Items** from the **Tools** menu.

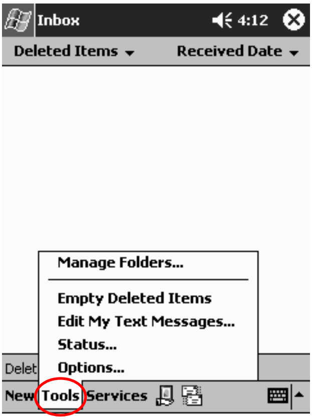
To delete e-mail:

1. From the **Start** menu, tap **Inbox.**

2. Tap the folder where you have saved the e-mail.
3. Tap and hold the e-mail you want to delete.
4. Tap **Delete** to move the e-mail to the **Deleted Items** folder.



5. Tap **Tools,** then **Empty Deleted Items** to permanently delete the e-mail.



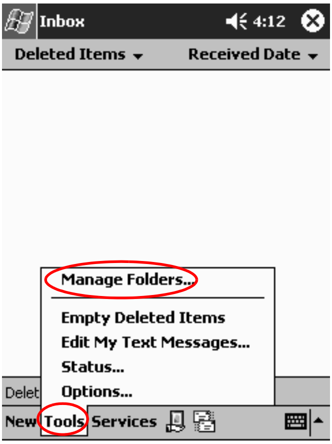
CAUTION: When you delete e-mail from your iPAQ Pocket PC, you also delete it from your personal computer.

Manage Folders

You can use folders to organize your e-mail if you are using an e-mail service. You can create additional folders that you can rename or delete.

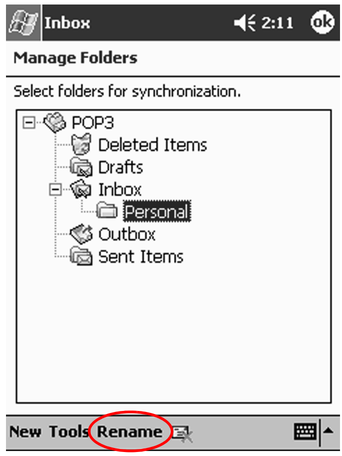
If you are using ActiveSync, you **cannot** create additional folders in the Inbox. However, you can synchronize your personal folders from Outlook on your computer with Inbox on your iPAQ Pocket PC. You **cannot** rename or delete these folders in Inbox.

1. From the **Start** menu, tap **Inbox.**
2. Tap **Tools,** then **Manage Folders.**



3. Tap **New** to create a new folder.

4. Tap **Rename** to rename a folder.



5. Tap **Remove Folder** to delete a folder you created.
6. Tap **Yes** to permanently delete the folder.

Record Voice

You can record your voice or any other sound as a note within the Calendar, Contacts, Notes, and Tasks applications. In the **Notes** application, you can create stand-alone recordings, which are stored as separate .wav files in File Explorer.

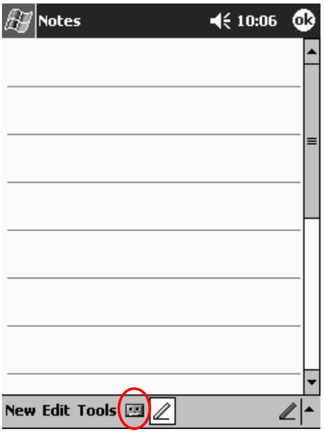
✎ To quickly make a recording, follow the steps in the "Make a Recording" section.

Make a Recording

There are two ways you can record your voice or audio notes:

- Use the **Record** button on the side panel of the iPAQ Pocket PC. Press the **Record** button to begin recording, then release the **Record** button when you want to stop recording.
- Use the software. Follow the procedure below.

1. From the **Start** menu, tap **Notes.**
2. Tap the **Cassette Tape** icon located at the bottom of the screen to see the recording controls.



3. Tap the **Record** icon to start recording.
4. Position the microphone to record your voice or other sounds.
5. Tap the **Stop** icon to finish recording.

✎ To improve the quality of your recording, tap **Settings, System, Audio,** then **Microphone AGC.**

Listen to a Recording

1. From the **Start** menu, tap **Notes.**
2. Tap a recording.
3. Tap the **Speaker** icon to listen to a recording.

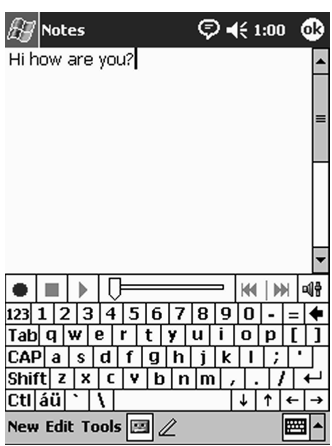
Take Notes

You can take notes in the Calendar, Contacts, Notes, and Tasks applications. You can type, write, draw, or record in your note. In the **Notes** application, you can compose an original note or a note based on a template.

You can create a note from the **Start** menu or **Today** screen.

Create a Note

1. From the **Start** menu, tap **Notes.**
2. Tap **New.**
3. Tap anywhere and enter your note.



4. Tap **OK** to save your note and place it in the list of notes.

4 Scheduling

Your iPAQ Pocket PC h1910 helps you keep track of your schedule in many ways. You can:

- See information at a glance on the **Today** screen
- Set appointments and create reminders with the Calendar
- Create a task list

Use the Today Screen

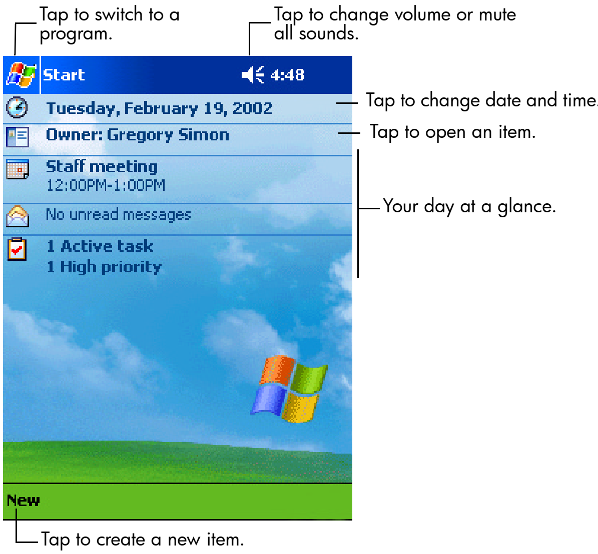
Use the **Today** screen to view your:

- Owner information
- Upcoming appointments
- Unsent messages
- Tasks that need to be completed

When you set up your device, you'll first see the **Today** screen.

✎ You will also see the **Today** screen when you turn on your device for the first time each day or after four hours of inactivity.

You can also display it by tapping then **Today.** On the **Today** screen, you can see at a glance the information you need for the day.



Create Information

From the **Today** screen, create new information, including:

- Appointments
- Contacts
- E-mail
- Excel Workbook Information
- Notes
- Tasks
- Word documents

To create information:

1. From the **Start** menu, tap **Today.**
2. Tap **New.**
3. Tap an option to create a new item.
4. Tap **OK** when finished creating the new item.

Change Information

From the **Today** screen, you can change:

- Owner information
- Upcoming appointments
- Unsent messages
- Tasks that need to be completed

For more information on changing these items, see the appropriate instructions for each task in this guide. For example, to create a new appointment, see "Schedule Appointments" later in this guide.

1. From the **Start** menu, tap **Today.**
2. Tap the information you want to change.
3. Enter or change the information.
4. Tap **OK** to save changes and return to the **Today** screen.

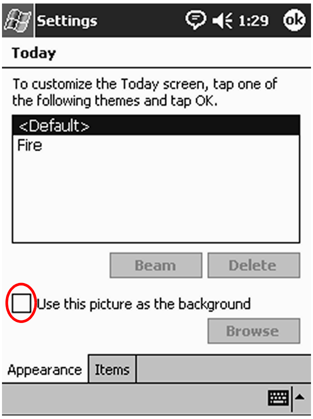
Change Settings

From the **Today Settings** screen, you can:

- Add a picture as the background
- Select the information you see
- Set the order of the information
- Decide when to see the **Today** screen

To change the background:

1. From the **Start** menu, tap **Settings.**
2. Tap **Today.**
3. Select "Use this picture as the background" check box.

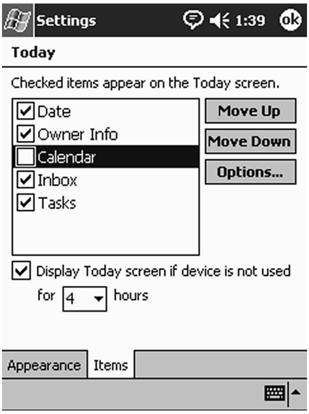


4. Tap **Browse** to select a picture from File Explorer.

To change the order of information:

1. From the **Start** menu, tap **Settings.**
2. Tap **Today.**
3. Tap the **Items** tab to select or reorder the information on the **Today** screen.

4. Tap an item to highlight it.



5. Tap **Move Up** or **Move Down** to change the order of items on the **Today** screen.

✎ You cannot change the placement of the **Date** on the **Today** screen.

6. Tap the down arrow associated with "Display Today screen if device is not used for...hours" check box to determine how many hours must pass before the **Today** screen displays.
7. Tap **OK.**

Use the Calendar

You can use the Calendar to schedule appointments and set reminders. You can view your calendar by:

- Agenda
- Day
- Week
- Month
- Year

✎ Tap the **Calendar** icon on the **Today** screen to navigate quickly to Calendar.

Look at the Calendar

By default, the Calendar first appears in the **Agenda** view. The **Agenda** view provides the most detail about your appointments.

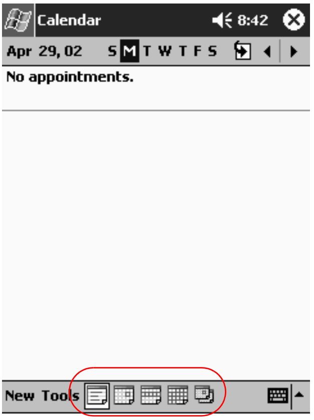
From the **Start** menu, tap **Calendar** to view your appointments.

Change the Calendar View

By default, the Calendar first appears in the **Agenda** view, which provides the most detail about your appointment. You can also view your calendar by:

- Day
- Week
- Month
- Year

1. From the **Start** menu, tap **Calendar.**
2. Tap the **Agenda, Day, Week, Month,** or **Year** icon to see your calendar in that view.



Customize the Calendar Appearance

You can change the appearance of your calendar by setting the 1st day of the week, deciding how many days in a week you want to view, showing the number of weeks and the half-hour time slots, deciding to use a large font, and deciding to set reminders for new items. You can also display several icons that give visual information about your appointments, including:

- Reminder
- Recurrence
- Note
- Location
- Attendees
- Private

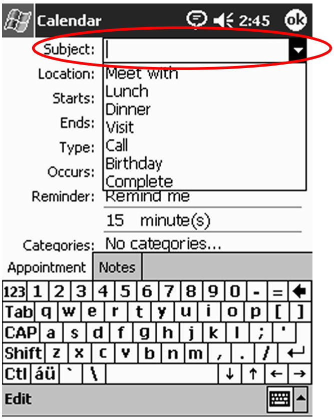
You can determine whether to send meeting requests through ActiveSync.

To customize the calendar appearance:

1. From the **Start** menu, tap **Calendar.**
2. Tap **Tools.**
3. Tap **Options.**
4. Select the calendar options.
5. Tap **OK.**

Schedule Appointments

1. From the **Start** menu, tap **Calendar.**
2. Tap **New** to schedule an appointment.
3. Enter a subject or select from the **Subject** drop-down list.



4. Tap any item to enter additional information.
5. Tap **OK** to schedule the appointment.

You can schedule an appointment and set a reminder from the **Today** screen.

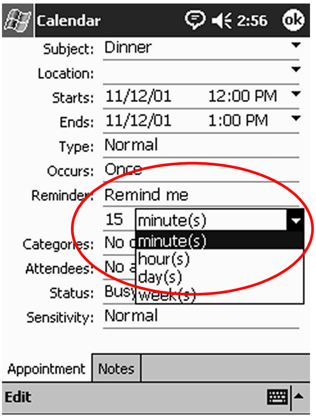
Create Reminders

You can create a reminder when you are scheduling an appointment or you can do it at a later date.

To create reminders:

1. From the **Start** menu, tap **Calendar.**
2. Tap an appointment.

3. Tap **Edit.**
4. Tap the second **Reminder** field to select the time interval between reminders. The default is 15 minutes.



Delete Appointments

1. From the **Start** menu, tap **Calendar.**
2. Tap an appointment.
3. Tap **Tools.**
4. Tap **Delete Appointment.**
5. Tap **Yes** to confirm deletion.

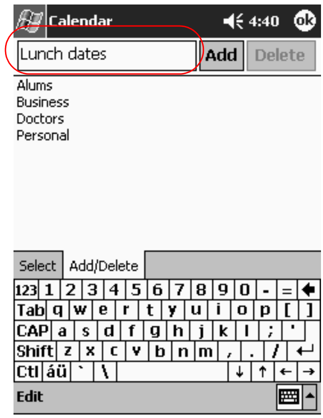
Categorize Appointments

You can use categories to filter the appointments in your calendar.

To categorize appointments:

1. From the **Start** menu, tap **Calendar.**
2. Tap an appointment.
3. Tap **Edit.**

4. Tap the **Categories** field to see a list of available categories.
5. Tap **Add/Delete** to create a category.
6. Enter the name of the new category.



7. Tap **Add.**
8. Tap **OK** to place your appointment in the category.
9. Tap the **Categories** field to place your appointment in more categories.
10. Tap additional category names to select them.
11. Tap **OK** to list the categories you selected in the **Categories** field.
12. Tap **OK** to save the category information and return to the **Calendar** screen.

Request Meetings

You can schedule a meeting and send a meeting request through ActiveSync.

✎ You must enter contacts with e-mail addresses in the Contacts application and set up the Inbox application to send and receive e-mail before you can send a meeting request.

To request a meeting:

1. From the **Start** menu, tap **Calendar.**
2. Tap **Tools.**
3. Tap **Options.**
4. Tap the “Send meeting requests via” down arrow.
5. Tap the e-mail service you want to use to send a meeting request, then tap **OK.**
6. Tap **New** to create a new appointment.
7. Enter the information.
8. Tap the **Attendees** field.
9. Tap the contacts you want to invite to the meeting.
10. Tap **OK** to add the attendees.
11. Tap **OK** to schedule the meeting.
12. Tap **Yes** to inform attendees about the meeting.

Use Tasks

You use Tasks to:

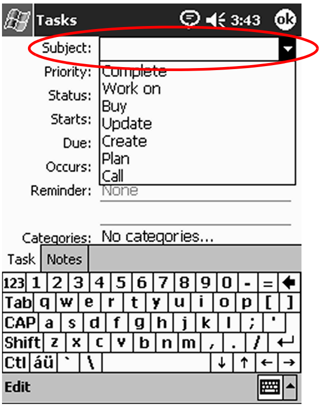
- Create new tasks
- Set a reminder for a task
- Delete a task
- Sort your task list by category, status, priority, subject, start date, and due date

Create a Task

You can create a task from the **Today** screen.

To create a task:

1. From the **Start** menu, tap **Tasks.**
2. Tap **New** to create a new task.
3. Enter a subject or select from the **Subject** drop-down list.

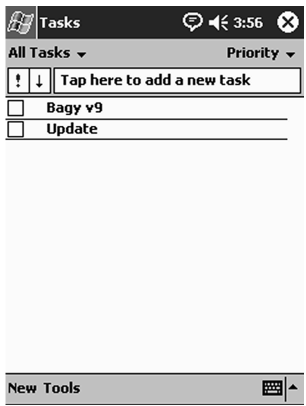


4. Tap any item to enter additional information.
5. Tap **Due** to add a due date for the task.
6. Tap **Reminder,** then select “Remind me.”

7. Tap the date to select when you want to be reminded.
8. Tap **OK** to set the reminder and create the task.

Create a Task Quickly

You can create a task quickly by customizing Tasks, so you see an **Entry Bar** at the top of the **Tasks** screen.



To quickly create a task:

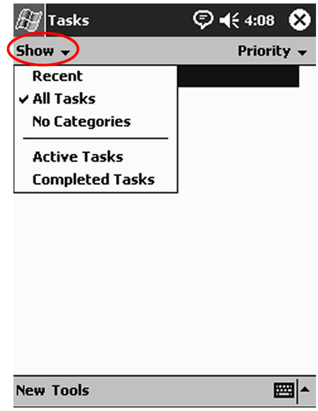
1. From the **Start** menu, tap **Tasks.**
2. Tap **Tools.**
3. Tap **Entry Bar.**
4. Enter the subject.
5. Set a priority:
   a. For high priority, tap the **exclamation point.**
   b. For low priority, tap the **down arrow** icon.
   c. For normal priority, do not tap an icon.
6. Tap outside the **Entry Bar** to add the task to your task list.

Delete a Task

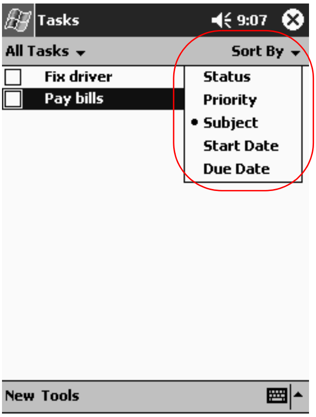
1. From the **Start** menu, tap **Tasks.**
2. Tap the task you want to delete.
3. Tap **Tools.**
4. Tap **Delete Task.**
5. Tap **Yes** to permanently delete the task.

Sort Tasks

1. From the **Start** menu, tap **Tasks.**
2. Tap the down arrow at the top left of the screen to sort the task list by category.
3. Select a category.



4. Tap the down arrow at the top right of the screen to sort the task list by status, priority, subject, start date, or due date.
5. Select a sort option.



Change Appearance of Tasks

You can change the appearance of Tasks to use a large font, show the start and end dates, and set reminders for new items.

1. From the **Start** menu, tap **Tasks.**
2. Tap **Tools.**
3. Tap **Options.**
4. Select the **Tasks** options.
5. Tap **OK.**

5

Using Software

You can use the applications on your iPAQ Pocket PC h1910 to:

- Open or create Word documents
- Open or create Excel workbooks
- Use the Media Player
- Use Pocket Internet Explorer

Use Pocket Word

You can create new Word documents from your iPAQ Pocket PC or synchronize existing Word documents from your computer to your iPAQ Pocket PC.

Microsoft ActiveSync converts Word documents into the Pocket Word format and changes the .doc extension to a .psw extension.

CAUTION: Because ActiveSync converts Word documents into the Pocket Word format, you may lose some formatting from the original Word document.

Pocket Word does not support items like:

- Columns
- Numbered lists
- Headers and footers
- Footnotes
- Style sheets

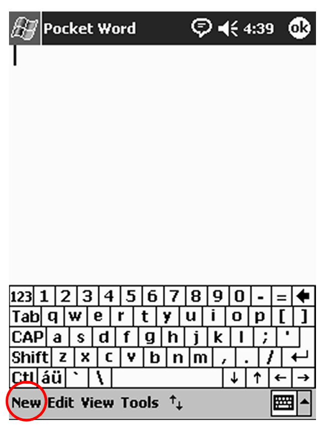
✎ For more help with Pocket Word, tap **Help** from the **Start** menu, tap **Pocket Word.**

Create a New Document

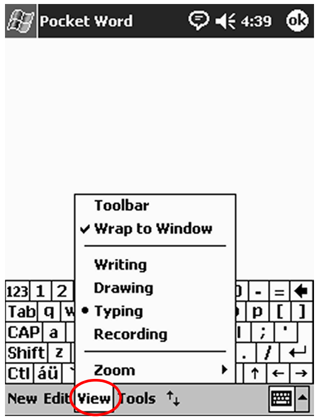
✎ Create a new document from the **Today** screen by tapping **New.**

To create a new document:

1. From the **Start** menu, tap **Programs.**
2. Tap **Pocket Word.**
3. Tap **New** to create a new document.



4. Tap **View,** then tap **Toolbar** to format text.



5. Tap **OK** to close and save the document.

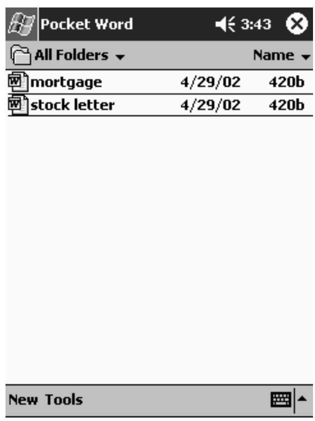
The document is automatically saved as a Pocket Word Document with the first few words of your text as its name. You may want to rename it.

Open a Word Document

CAUTION: Pocket Word only recognizes and displays documents saved in the My Documents folder or one folder below it. Files saved elsewhere cannot be displayed.

To open a Word document:

1. From the **Start** menu, tap **Programs.**
2. Tap **Pocket Word.**
3. Tap a document to open it.



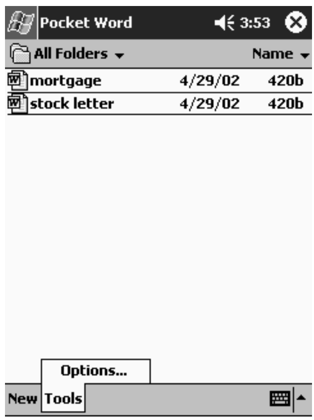
Change the Pocket Word Options

You can select:

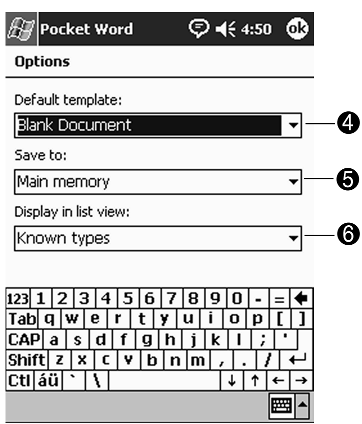
- A default template
- Whether documents are stored in main memory or on a storage card
- Which types of documents are displayed in the list view

To change Pocket Word options:

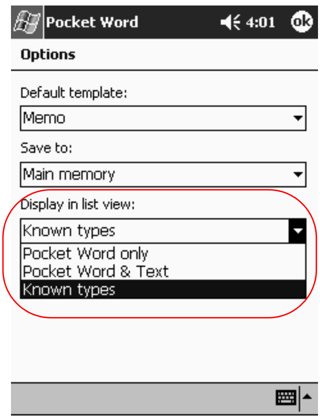
1. From the **Start** menu, tap **Programs.**
2. Tap **Pocket Word.**
3. Tap **Tools,** then **Options.**



4. Tap the **Default template** down arrow to select a default template.



5. Tap the **Save to** down arrow to store documents in main memory or on a storage card.
6. Tap the **Display in list view** down arrow to select which types of documents to display in the list view.



7. Tap **OK** to save the options.

Use Pocket Excel

You can create Excel workbooks from your iPAQ Pocket PC or synchronize existing Excel workbooks from your computer to your iPAQ Pocket PC. ActiveSync converts Excel workbooks into the Pocket Excel format and changes the .xls extension to a .pxl extension.

CAUTION: Because ActiveSync converts Excel workbooks into the Pocket Excel format, you may lose some formatting from the original Excel workbook.

Pocket Excel does not support items like:

- Data validation
- Cell notes
- Add-ins
- Protection
- Scenarios
- Object charts
- Vertical alignment
- Text boxes
- Embedded OLE objects
- Hyperlinks

✎ For more help with Pocket Excel, tap **Help** from the **Start** menu, tap **Pocket Excel.**

Create a Workbook

✎ You can create a new workbook from the **Today** screen by tapping **New.**

To create a workbook:

1. From the **Start** menu, tap **Programs.**
2. Tap **Pocket Excel.**

3. Tap **New** to create a new workbook.
4. Tap **OK** to close and save the workbook.

The workbook is automatically saved as a Pocket Excel workbook named Book1. Depending on how many workbooks you have created since opening Pocket Excel, you may want to rename it.

Open an Excel File

CAUTION: Pocket Excel only recognizes and displays documents saved in the My Documents folder or one folder below it. Files saved elsewhere cannot be displayed.

To open an Excel file:

1. From the **Start** menu, tap **Programs.**
2. Tap **Pocket Excel.**
3. Tap a workbook to open.

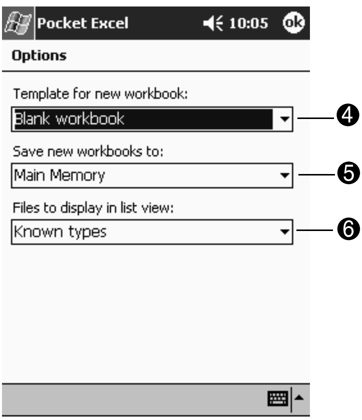
Change Excel Options

You can change options to select:

- A template for new workbooks
- Whether workbooks are stored in main memory or on a storage card
- Which types of workbooks are displayed in the list view

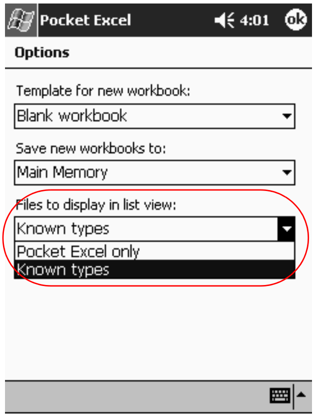
To change Excel options:

1. From the **Start** menu, tap **Programs.**
2. Tap **Pocket Excel.**
3. Tap **Tools,** then **Options.**
4. Tap the **Template for new workbook** down arrow to select a template.



5. Tap the **Save new workbooks to** down arrow to store workbooks in main memory or on a storage card.

6. Tap the **Files to display in list view** down arrow to select which workbooks are displayed in the list view.



7. Tap **OK** to save the options.

Use the Windows Media Player

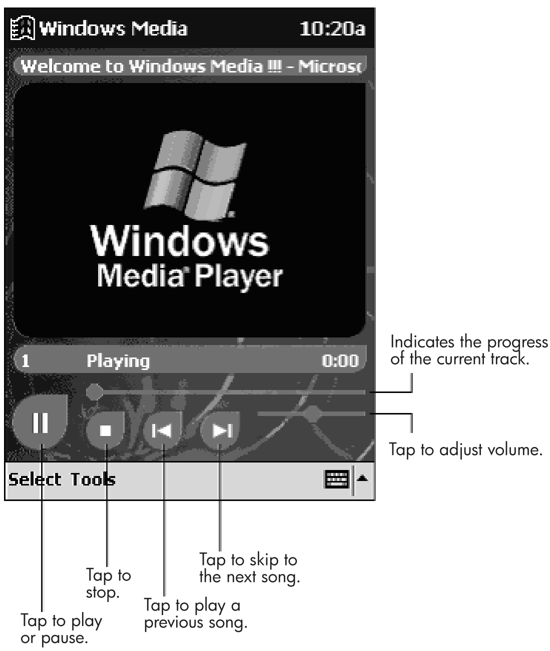
✎ To use Windows Media Player, you must install the Windows Media Player software from the *HP iPAQ Pocket PC Companion CD*.

You can use the Windows Media Player to listen to music or play video from your iPAQ Pocket PC by downloading files onto your personal computer and transferring them to your iPAQ Pocket PC.

✎ For more information about using Windows Media Player, tap the **Windows** icon, then **Help** from within the Media Player.

Media Player supports the organization and playback of:

- Windows Media content
- MP3 audio files
- Windows Media audio and video
- Streamed content in Windows Media format using WM protocols (HTTP and MMS)



✎ Some Internet music files are protected by licensing technology. Windows Media Player uses Digital Rights Management (DRM) for the electronic licensing procedure. Windows Media Player and Windows Media Rights Manager must be installed on the personal computer and are available on Microsoft’s Web site.

Copy Music to Your iPAQ Pocket PC

You can copy music that is in one of the accepted formats from your personal computer to the iPAQ Pocket PC. You drag and drop the music file into the My Documents folder located in memory or on a storage card.

You must have the Windows Media Player installed on your personal computer to copy music from an audio CD to your iPAQ Pocket PC.

To copy music to your iPAQ Pocket PC:

✎ The actual steps for copying music using the Windows Media Player may vary depending on the version of the Media Player on the personal computer.

1. Connect your iPAQ Pocket PC to your personal computer.
2. Open Windows Media Player on your personal computer.
3. Insert the audio CD into your CD drive.
4. From Media Player on your personal computer, select **CD Audio** to display the tracks on the audio CD.
5. Select the tracks to copy and select **Copy Music** to transfer the tracks to the hard drive.
6. From Media Player on your personal computer, select **Portable Device** to display the tracks on the hard drive and the files on the iPAQ Pocket PC.
7. Select the tracks to copy and the storage location on the iPAQ Pocket PC and select **Copy Music** to transfer the tracks.

✎ Music files can be relatively large. It is recommended that you store your music files on a storage card.

Play Music on Your iPAQ Pocket PC

1. Tap **Start,** then **Windows Media.**
2. Tap **Select.**
3. Tap the down arrow and **Local Content** to display media files stored on the iPAQ Pocket PC.



4. Tap and highlight the desired file.

5. Tap the **Play** icon.



✎ By default Media Player will play all files stored as local content on the iPAQ Pocket PC. You can repeat a file and shuffle the contents by selecting **Tools,** then **Repeat** or **Shuffle.**

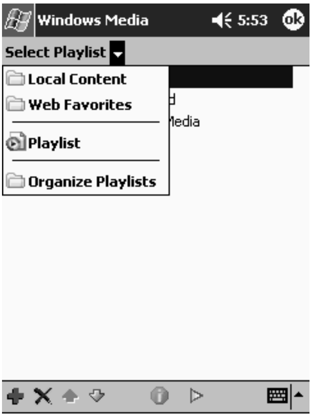
Create Playlists

You can organize music and video files into playlists.

To create a playlist:

1. Tap **Start,** then **Windows Media.**
2. Tap **Select.**

3. Tap the down arrow, then **Organize Playlists.**



4. Tap **New** to name your playlist, then tap **OK.**
5. Select the files to include in this playlist.



6. Tap **OK** to display your new playlist.
7. Tap **OK.**

Play a Playlist

1. Tap **Start,** then **Windows Media.**
2. Tap **Select.**
3. Tap the down arrow and tap the playlist name to display its contents.
4. Tap **OK,** then the **Play** icon to start the playlist.



✎ You can delete and rename playlists by using the **Organize Playlists** menu option. You can also edit playlists by using the **Edit** icon while viewing a playlist.

Play Video

You can play and manage video files just like music. You must have an Internet connection to play streaming video.

Use Pocket Internet Explorer

You can use Pocket Internet Explorer (Pocket IE) to view Web or WAP pages on your iPAQ Pocket PC by downloading pages while connected to the Internet through ActiveSync.

✎ For more information, tap **Start, Help,** then **Pocket Internet Explorer.**

✎ Use of dial-up and wireless Internet, e-mail, corporate networks, and other wireless communications may require separately purchased additional hardware and other compatible equipment and a separately purchased service contract. Check with your service provider for availability and coverage in your area. Not all Web content may be available. Some Web content may require installation of additional software.

Use Pocket IE When Connected

With Pocket IE, you can browse when connected to the Internet.

1. Tap **Start.**
2. Tap **Internet Explorer.**

✎ You can use the pre-installed links that HP has provided to access content and services that are optimized for the iPAQ Pocket PC.

3. Enter the URL address in the address bar at the top of the screen. If you do not see the address bar, tap **View,** then tap **Address Bar.**
4. Tap **Go.**

Use Pocket IE When Disconnected

With Pocket IE, you can browse previously viewed and stored information when disconnected from the Internet. This information can be viewed using the cached content or through synchronization.

To view the cached content:

1. Tap **Start.**
2. Tap **Internet Explorer.**
3. Tap **Tools,** then **Options.**
4. In the **General** tab, select the number of days to save the history of pages visited.
5. Tap **OK.**

Synchronize Favorites

You can have the URLs of your favorite Web sites at your fingertips. Synchronizing a mobile favorite allows you to view Internet content on your iPAQ Pocket PC while you are disconnected.

To synchronize favorites:

1. In ActiveSync on your personal computer, click **Tools,** then **Options.**
2. Select the check box next to **Favorites.**
3. In Internet Explorer on your personal computer, save or move favorite links to the **Mobile Favorites** subfolder in the **Favorites** list.

The Favorites will be synchronized to your iPAQ Pocket PC at your next Sync connection.

✎ If you add or delete a favorite link in the **Mobile Favorites** folder on your iPAQ Pocket PC, the next time you synchronize the same change is made on your personal computer.

A

Regulatory Notices

Federal Communications Commission Notice

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the separation between the equipment and receiver
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected
- Consult the dealer or an experienced radio or television technician for help

Modifications

The FCC requires the user to be notified that any changes or modifications made to this device that are not expressly approved by Hewlett-Packard Company may void the Reference authority to operate the equipment.

Cables

Connections to this device must be made with shielded cables with metallic RFI/EMI connector hoods in order to maintain compliance with FCC Rules and Regulations.

Declaration of Conformity for Products Marked with the FCC Logo—United States Only

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

For questions regarding your product, contact:

Hewlett-Packard Company
P. O. Box 692000, Mail Stop 530113
Houston, Texas 77269-2000

Or, call 1-800-652-6672

For questions regarding this FCC declaration, contact:

Hewlett-Packard Company
P. O. Box 692000, Mail Stop 510101
Houston, Texas 77269-2000
Or, call (281) 514-3333

To identify this product, refer to the Part, Series, or Model number found on the product.

Battery Warning

⚠ **WARNING:** Danger of explosion if battery is incorrectly replaced. Replace with only the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.

⚠ **WARNING:** This computer contains an internal lithium ion battery pack. To reduce the risk of fire or burns, do not disassemble, crush, puncture, short external contacts, or dispose of in fire or water. Replacement should only be done by a HP authorized service provider using the HP spare part for this computer.

⚠ **WARNING:** To reduce the risk of personal injury, electric shock, fire, or damage to the equipment: Plug the AC Adapter into an electrical outlet that is easily accessible at all times. Disconnect power from the equipment by unplugging the AC Adapter from the electrical outlet. Do not pull on power cords or cables. When unplugging form the electrical outlet, grasp the cord by the plug. Do not place anything on power cords or cables. Arrange them so that no one may accidentally step on or trip over them.

⚠ **WARNING:** To reduce the risk of electric shock, fire, or damage to the equipment, do not attempt to power the computer with a voltage converter kit sold for appliances.

Airline Travel Notice

Use of electronic equipment aboard commercial aircraft is at the discretion of the airline.

B

Hardware Specifications

System Specifications

Specifications

System Feature	hp iPAQ Pocket PC h1910
Processor	Intel PXA250 (200 MHz)
Memory	64 MB SDRAM (46 MB user accessible)
ROM	16 MB NAND Flash
Memory Storage	Secure Digital (SD) card
Display	Transflective color TFT; 240 x 320 pixels; 64K, 16-bit, color support
LED Backlight	Multi-level brightness adjustment
Audio	Speaker, 2.5 mm audio jack with stereo sound, microphone, MP3 Stereo (through audio jack)
Infrared	IrDA, data transfer up to 115.2 Kb per second
Indicators	3-mode alarm notification: Flashing green LED, tone, pop-up message Charge active: flashing/solid amber LED
Battery	Removable/rechargeable 900mAh Lithium Ion with internal memory backup battery

Physical Specifications

hp iPAQ Pocket PC h1910

	US	Metric
Length	4.46 in	113.3 mm
Width	2.75 in	69.8 mm
Depth	0.50 in	12.8 mm
Weight	4.23 oz	120.0 gm

Operating Environment

Environment

		US	Metric
Temperature	Operating	32° to 104° F	0° to 40° C
	Nonoperating	-22° to 140° F	-20° to 60° C
Relative Humidity	Operating	up to 80%	up to 80%
	Nonoperating	up to 80%	up to 80%
Maximum Altitude	Operating	0–15,000 ft	0–4,572 m
	Nonoperating	0–15,000 ft	0–4,572 m

Index